



ATLANTIC POLICY CONGRESS OF FIRST NATIONS CHIEFS SECRETARIAT

APC Employment Opportunity

Atlantic First Nations Health Partnership Coordinator

**Full-time term position as soon as possible – February 18, 2028
(Maternity backfill)**

Description: APC is seeking a professional and highly skilled individual who will be responsible to provide administrative, logistical, analytical, and other support for the Atlantic First Nations Health Partnership (Health Partnership) and all related committees and meetings. The candidate should have a relevant university degree with some experience in health planning and or administrative support for large networks/committees. The candidate will be working with the Health Partnership, its committees, and other health professionals and stakeholders. They should also have demonstrated experience in developing and implementing work plans and must have demonstrated ability to work independently as well as part of a team.

Who Can Apply: Applicants should possess a post-secondary degree, diploma, or certificate, preferably in health, education, or human resources. A combination of relevant education and work experience will also be considered.

Experience: Applicants must have at least three to five years recent experience working preferably in the areas of health and meeting/logistic planning, preferably in a First Nations setting. A combination of comparable, relevant, and recent education and experience will also be considered. Applicants should also have a thorough understanding of First Nation Health care.

Abilities and Skills:

- Applicants should demonstrate excellent interpersonal, presentation, and verbal and written communication skills, as well as a strong ability to manage multiple projects and priorities;
- Applicants should be highly organized and able to work with minimal supervision to meet deadlines;
- Applicants should have extensive knowledge in communications, minute taking and generation, and excellent administrative/organization skills;
- Applicants should have strong conflict resolution and decision-making abilities, including the ability to think and interact strategically and innovatively while exercising sound judgment;
- Applicants should have the ability to network, build effective relationships, communicate appropriately and represent the APC at meetings and other gatherings;
- Applicants should have extensive knowledge of APC member communities, organizations, cultures, and traditions;
- Applicants should have a superior level of computer literacy;
- Applicants must possess a valid driver's license, have a vehicle, and be willing to travel when required;

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- The ability to speak and understand Mi'kmaw, Maliseet or Innu languages is considered an asset.

Essential Functions and Duties:

- Schedule and coordinate Health Partnership meetings, distribute meeting notices, secure meeting locations, arrange catering, assist in drafting agendas, liaise with communities and partner organizations to ensure and track stakeholder participation, prepare and distribute meeting packages, and on-site/virtual meeting management;
- Schedule and coordinate the Health Partnership's committees re Non-Insured Health Benefits (NIHB), Public Health and Primary Care, Child and Youth, and Mental Wellness; distribute meeting notices, secure meeting location, arrange catering, assist in drafting agendas, liaise with communities and partner organizations to ensure and track stakeholder participation, collect, prepare, and distribute meeting packages, and on-site/virtual meeting management;
- Schedule and coordinate Atlantic Regional First Nations Health Directors meetings, distribute meeting notices, secure meeting location, arrange catering, assist in drafting agendas, liaise with communities and partner organizations to ensure and track stakeholder participation, prepare and distribute meeting packages, and on-site/virtual meeting management;
- Draft Health Partnership, committee, and Health Directors' meeting minutes and coordinate the minutes approval process outlined by the Health Partnership;
- Track the status of Health Partnership, committee, and Health Director action items and liaise with responsible stakeholders to ensure timely updates;
- Create and maintain a Health Partnership document management system that allows for the dissemination of health material or related documentation to First Nation communities, Health Directors, Health Technicians, and Chiefs and Councils;
- Work with First Nations health stakeholders and partners in establishing positive working relationships;
- Manage, conduct, and delegate administrative duties for Health Partnership including, but not limited to, travel reimbursements, meeting budgets, report gathering and formatting, preparation of correspondence, faxing, mailing/emailing, photocopying, maintaining office equipment, and ordering office supplies;
- Assist in the preparation of the Health Research and Coordination Annual report;
- Assist with APC health related conferences by scheduling meetings/teleconferences, working with conference coordinators re venue/catering booking, reviewing conference materials, assisting on-site/virtually, and other necessary duties to ensure a successful conference;
- Ensure that SharePoint and webpage are up to date as requested by supervisor; and
- Conduct other related duties requested by supervisor to promote and support Health Partnership objectives;

Benefits: Vacation/Sick Leave/Personal Days
Health and Dental Plan
Pension Plan
Free Parking

Salary: \$50,000.00 – \$65,000.00

Location: Cole Harbour, Dartmouth, Nova Scotia

Start date: As soon as possible

Closing date: May 22, 2026 at 4:30 p.m. Atlantic Standard Time

If you are interested and qualified and want to become part of the APC team, please email in **Word or PDF format only**, the following documents:

- a detailed cover letter (two pages maximum) explaining how you meet the position requirements and salary expectations (please quote **APC competition #2026-05-01** in the cover letter);
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- an updated resume (two pages maximum);
- recent writing sample (five pages maximum); and
- the names/contact information of three work related references.

Email address: hr@apcfn.ca

No applications will be accepted beyond the closing deadline. Interviews will be held in Dartmouth, Nova Scotia. No interview or relocation costs will be provided. No phone calls please; **emails only**. If all qualifications are equal, preference will be given to persons of Aboriginal ancestry. While we appreciate the interest of all applicants, only those applicants selected for an interview will be contacted.
